

St Stephen's School - Rome



Boarding Department Handbook

2009-2010

Index

Administration and staff contact list	2
Calendar for the year 2009-2010	3
Welcome note from the Boarding Faculty	4
The Boarding Faculty & Aim of Boarding	5
The Boarding Community Welfare	6
The Community	6
Health	6 - 7
Safety	7
Advisor System	8
Counselling	8
Study Hall	8
Facilities	9
Library	9
Snack Bar	9
Dining room	9
Laundry room	10
Computers	10
Sports' Courts	10
Bathrooms	10
Boarding Lounge & Kitchenette	10
Rights & Responsibilities	11
General guidelines for students	12
Expectations & Consequences (an overview)	13
Removals, expulsions & suspensions	14
A Typical Day	15
More about weekdays	16
A Typical Weekend	17
More about weekends	17-18
Smoking, drinking & drugs	19
What to bring	19
Rooms	19 - 20
Arrivals & Departures	20
Identification	20
Transportation	20
Phone Calls	20 - 21
Supply & Expenses	21
Leaving Early	21
In Your Free Time	22 - 24

ADMINISTRATION AND STAFF CONTACT LIST

School Mailing Address:

Student Name,
St Stephen's School
Via Aventina 3,
00153 Rome, Italy

Please note: Parcels coming from abroad that have a declared value get charged 20% custom duty which needs to be paid upon arrival. Medicines and vitamins sent by mail must be cleared by customs and may incur heavy duties. We strongly advise against sending these items through the mail and/or with couriers.

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ST. STEPHEN'S SCHOOL CALENDAR

2009 – 2010

August	31	Monday	Boarders Arrive – Dorms Open 10:00
September	02	Wednesday	First Day of School
			First Semester Fees Due
September	10	Thursday	Reception for Parents (evening)
September	22	Tuesday	Back to School Night
September	23	Wednesday	Treasure Hunt
October	03	Saturday	SAT I / SAT II
October	17	Saturday	PSAT
October	22-24	Thurs - Sat	Mandatory Fall Trips
October	31	Saturday	SAT I / SAT II
November	25	Wednesday	Dorms Close 20:00
November	26	Thursday	Thanksgiving Holiday – No School
November	27	Friday	Thanksgiving Holiday – No School
November	29	Sunday	Dorms Reopen 10:00 – Boarders Return 20:00
December	05	Saturday	SAT I / SAT II
December	08	Tuesday	Italian National Holiday
December	11	Friday	Arts Department Winter Holiday Program
December	14-18	Mon - Fri	Examinations
December	19	Saturday	First Day of Winter Vacation
			Dorms Close 12:00
December	21	Monday	Alumni/Faculty Holiday Reception
January	06	Wednesday	Last Day of Winter Vacation
			Dorms Reopen 10:00 – Boarders Return 20:00
January	07	Thursday	Classes Resume
			Second Semester Fees Due
January	21	Thursday	End of First Semester
January	22-25	Fri - Mon	Semester Break
January	24	Sunday	New Second Semester Boarders Arrive
			SAT I / SAT II
January	26	Tuesday	First Day of Classes – Second Semester
February	15	Monday	Presidents' Day – No School
February	20-28	Sat - Sun	Mandatory Spring Trips
March	31	Wednesday	Dorms Close 20:00
April	01	Thursday	First Day of Spring Vacation
April	11	Sunday	Last Day of Spring Vacation
			Dorms Reopen 10:00 – Boarders Return 20:00
April	12	Monday	Classes Resume
May	01	Saturday	SAT I / SAT II
Apr-May	30-21		International Baccalaureate Examinations
May	03-14		Advanced Placement Examinations
May	31	Monday	Prize Day
June	01	Tuesday	Examinations
June	02	Wednesday	Italian National Holiday – No School
June	03-07	Thurs – Mon	Examinations
June	05	Saturday	SAT I / SAT II
June	08	Tuesday	Special Schedule
June	09	Wednesday	Special Schedule
			Chorus / Dance Program (evening)
June	10	Thursday	Graduation – Class of 2010
June	11	Friday	Boarders Leave – Dorms Close 12:00

Welcome note from the Boarding Faculty

Dear Boarding Students and Parents,

To those that are new, welcome! To the others, welcome back! This booklet contains most of the routines, expectations, services and facilities of the *Boarding Department*, followed by rules that govern them and the consequences for breaking these. It concludes with miscellaneous information that will be useful and of interest to both students and parents.

The *Boarding Handbook* is a guide to life in boarding at *St. Stephen's School*. These procedures have been made to support the *School* and *Boarding community* and to ensure the safety, happiness and productivity of all. In summary, the routines and regulations of the *Boarding Department* have been established to:

- 1) ensure the safety of students
- 2) preserve harmony so that energy can be directed toward studies, extracurricular activities and the development of a sense of community life
- 3) provide quiet times so students can study and relax from the stresses of the day
- 4) maintain an attractive, clean environment in which students can be comfortable in.

It is important to realise that living peacefully in a small **community** requires that all members be **respectful** of one another. Such respect reveals itself as **tolerance** of viewpoints that differ from ones own and a **generous attitude** to all who share one's home. To help preserve the communal spirit of the *St. Stephen's Boarding Department*, the school takes any behaviour that violates it seriously. Most of the rules and routines are self-evident and students understand they are expected to be responsible, courteous and honest in their dealings with faculty and peers.

In response to the requests from the *Boarding Faculty*, boarders and their parents, this booklet has been recently updated thanks to the collaboration of the *Head of School*, the *Dean of Students* and the *Boarding Faculty*. Due to the greater responsibility the school takes for those who live on campus, some rules for boarders and day students may differ. However, many of the rules are similar and when violated the consequences are the same as those faced by all students; so, please also refer to the *Student Handbook* (a copy of which is included in the student Agenda that all students receive at the beginning of the academic year). Please remember, these procedures are intended as guidelines only: it is impossible to list every behaviour that is unacceptable and the *duty faculty* reserves the right to apply or adjust the regulations, as they deem appropriate.

On behalf of the *Head of School*, the *Dean of Students* and the *Boarding Faculty*, I would like to thank you in advance for **carefully reading and respecting** these guidelines. Although some details may change, please consider this as a template for providing *St. Stephen's* residents with an environment conducive to learning: one that is **safe, structured** and **stimulating**.

Sincerely yours,

Eleni Mantzaris

Head of Boarding

The Boarding Faculty

Head of Boarding

Ms. Eleni Mantzaris (Science)

Boarding Faculty

Mrs. Melinda Berry (Mathematics)
Mr. Scott Berry (History)
Mrs. Elizabeth Johnson-Mottola (Science)
Mr. Mike Mottola
Mr. William Johnson (History)
Mrs. Sarah Yates (Librarian)

Boarding Faculty Spouses

Mr. Mike Mottola
Mr. Peter Sheppard

Residential Advisors (RAs)

Ms. Lucy Clark (English & Writing Centre)
Mr. Jan Claus Di Blasio (Roman Topography & Library)

Prefects

TBC - four boarding students that represent the *boarding community* and work together with faculty members to meet the community needs.

The Aim of the Boarding Department

The aim of the *St. Stephen's Boarding Department* is to provide a safe, happy, productive, structured, enriching and stimulating atmosphere for all members alike.

The Boarding Community Welfare

The Community

To help maintain a pleasant living environment, please respect the following guidelines:

- Noise in general – from conversation, stereos, musical instruments, etc – must never interfere with the comfort of the *boarding community*.
- All members must be respectful of one another and each other's property
- Everyone plays part in the upkeep of the general tidiness of the school.
- Everyone is responsible for making sure that the corridors in the *Boarding Department* are kept tidy.
- As a sign of respect for fellow boarders, students are expected to leave the bathrooms clean and ready for use by others.
- Student rooms are checked for general tidiness and cleanliness on a weekly basis by the duty faculty and must be made ready for this.
- The school reserves the right for the *Head of School* or *Boarding Head* to order a search of a student room if there is evidence to suggest a serious violation of school rules. In such rare cases, the student must be present as well as another student and two adults.

Health (A Health Form needs to be completed/updated every year. See attachment)

To help maintain the health and academic well being of all boarders and to ensure that sick boarders receive appropriate treatment, without missing too many classes, please respect the following guidelines with respect to illness.



- Reporting an Illness:
 - Boarders who wake-up in the morning feeling unwell must report to the school *nurse* between 8.00 and 8.30. The *nurse* will determine if the student should attend class or miss classes for part or all of the day. If classes will be missed due to illness, the *nurse* will notify the front *office secretary* to arrange for excused absences.
 - If a student is too unwell to report to the *nurse*, then s/he should ask a roommate or hall-mate to notify the *nurse* or *Boarding Head*.
 - A boarder who becomes ill during the school day must immediately contact the *Boarding Head* or a *staff member* in the *front office* (or send a roommate or friend to do so). The adult contacted will arrange for excused absences and dismiss the sick boarder to his/her room to rest and await follow-up medical care when needed.
 - Should a boarder become ill on after-school hours, he/she needs to contact the *duty faculty*.
- Attendance:
 - Boarders who miss classes due to illness are not permitted to participate in after-school activities or to leave the campus at the end of the academic day. Any exceptions to this will be made at the discretion of the *Boarding Head*.
 - To ensure that boarders receive adequate rest time and recover from their illness, those who miss classes on a Friday or for more than one day during a week, will not be granted overnight sign-out privileges on Friday evening.

- Medical coverage:
 - Charges for doctor's visits and prescribed medications will be deducted from the student's *Supply and Expense Account* (see *Supply & Expenses* section).
 - The school insurance policy covers students for accidents that are school-related or that occur on school grounds. Otherwise, all bills for doctors and Italian or foreign hospitals, are full responsibility of the parents. Private hospitals may require a deposit upon admission.
 - If you have insurance coverage, please send documentation with your child at the beginning of the semester.

- Authorisation:
 - Boarders who take prescription medications for chronic illness MUST notify the *Boarding Head* and the school nurse of their *medical history* and bring their prescription medicines with them at the start of the term (see *Health Form*).
 - Parents must sign and return the accompanying permission form to indicate whether the Head of School or Boarding Head has permission to authorise treatment or surgery for your child. This will only be used in emergency circumstances, when a parent or guardian cannot be contacted.

Safety

Every member of the *St. Stephen's community* must share the responsibility to keep the school safe. To ensure the safety and security of all members of the community, the following emergency procedures have been established.

- Security
 - The school has contracted a private security company to help protect the students.
 - Every member is responsible to help maintain optimum security for the community.
 - Boarders must identify themselves promptly and clearly on the intercom when ringing the front gate buzzer for the purpose of gaining admittance to the school.
 - All residents of the *Boarding Department* must verify that the front gate has closed securely behind them.
 - Residents must never allow a stranger to enter or gain access to the school grounds.
 - Promptly report any stranger you see on campus to the first adult member of the community you see (security guard, faculty member, staff member, etc). If an adult member of the community is not immediately present, seek one out.
 - Boarders must respect the Italian law that states that everyone must carry identification at all times. The school will assist boarding students in obtaining the proper documents at the start of the semester or school year.
 - Each student will have a personal swipe card key, which will allow him/her to access the boarding halls.

- Fire & Earthquake
 - In case of a fire, an emergency bell will ring and students should evacuate the building immediately, following the emergency evacuation plan.
 - In case of an earthquake, students should follow the most appropriate emergency procedure – either leave the building or seek protection under a resistant structure.
 - Evacuation procedures will be discussed in detail upon arrival.

Advisor System

The advisor/advisee system is intended to provide each student with a specific adult who knows him/her well and to whom he/she can turn for advice. Advisors have the role of keeping parents informed of students' progress in an up-to-date and accurate manner; but also of helping boarding students deal with non-academic issues. For boarding students, the advisor will be a *Boarding Faculty* member. An advisor can set a meeting with an advisee at any time, but once a month there is an allotted time for such meetings. It is hoped that these groups will serve as a special nucleus of support and friendship between students and teachers.

Counselling

The emotional development and well being of *St. Stephen's* students is a priority for our staff. Therefore, boarding students can meet with our school counsellor who comes to the school a few hours each week to meet with any student in need. Counselling is helpful to students who are experiencing stress from school, peers relationships or family issues. Issues such as substance abuse, eating issues/body image and anxiety, to name a few, are issues that the school *counsellor* is trained to address on a short term basis.

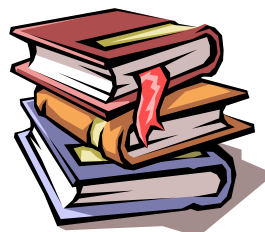
The *counsellor* will meet with students in order to gather information so as to make the appropriate referral to an outside psychologist if the symptoms persist. However, if the issues are NOT critical or chronic, the *counsellor* can meet with the students to help them develop coping strategies to deal with these issues. If you feel your son or daughter would benefit from seeing the school *counsellor*, contact the *Boarding Head* to set up a meeting. The *Boarding Faculty* reserves the right to recommend students to the *counsellor* without parental permission in the event the staff determines that the student is in need of this service.

Students can also access the counsellor on their own and teachers may also make a recommendation. Students who are 18 years of age are entitled by law, to confidentiality agreements. All student/family information will be kept confidential unless the student/family agrees in writing that the counsellor can share pertinent information with the school.

Evening Study Hall

To help academic success of boarders and to ensure appropriate studying conditions are respected, the following procedures have been established.

- All boarders are welcome to spend their *Evening Study Hall* in the *Library*.
- 9th and 10th grade boarders are required to attend *Evening Study Hall* in the *Library*.
- 11th, 12th and PG boarders are allowed to study *quietly* in their rooms; however, if progress reports have two or more unsatisfactory grades *Evening Library Study Hall* will be mandatory.
- Students must work *independently* on homework.
- Students must notify the *duty teacher* or *prefect* if they intend to work together on assigned group projects.
- Students who have completed all of their homework may read a book or magazine, but must remain in the *Library* if in 9th or 10th grade.
- Students may listen to music only with headsets.



Facilities

Library

The *Library* serves the educational, research, and literary needs of the *St. Stephen's School* community. It makes available traditional sources, such as books, as well as the many possibilities provided by the Internet, CD-ROMs, videos, DVDs, magazines, newspapers and audiocassettes. All this material is available for loan. During the day, the librarian teaches research techniques, evaluation of sources, and the importance of academic honesty. The library has wireless Internet and computers for student use.

- The library is a place where both students and faculty work, so it is important to be silent and not to disturb others.
- Opening hours:

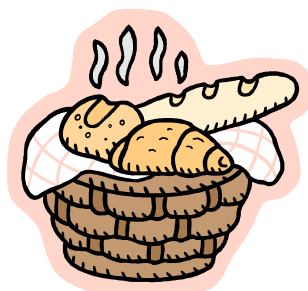


Monday:	8am – 4pm
Tuesday:	8am – 4pm
Wednesday:	8am – 4pm
Thursday:	8am – 4pm
Friday:	8am – 4pm (earlier if there is a teachers' meeting)

- *Evening Study Hall* for boarders is held Sunday – Thursday in the *Library* (refer to the *Evening Study Hall* section and the *Rules* section for details).

Snack Bar

A snack bar is open during the school days for students, faculty and staff to purchase drinks and snacks.



Dining room

Located on the ground floor, the dining room serves the entire *St. Stephen's community*. It is every community member's responsibility to ensure the dining room area is kept clean and well treated at all times.

- On weekdays, breakfast is served *only* to boarders and *Boarding Faculty* between 07.30 and 08.15.
- On Saturdays and Sundays a self-service brunch buffet is available from 9.30 to mid-afternoon.
- On weekdays, lunch is served to the entire school from 12.20 – 13:14
- On weekdays and weekends, dinner is served *only* to boarders from 19.20 – 20:00.

Laundry room

Located in the basement, the laundry room serves both boarding students and faculty; it contains washing machines, tumble dryers, ironing board and iron.

- It is every user's responsibility to ensure that the room is kept clean and tidy at all times and follow the Rules of the Laundry Room Etiquette (posted in the laundry room).
- All users must keep to their scheduled weekly washing times.
- Boarders are responsible for washing their own clothes and bed linen regularly.

Computers

In addition to the library computers, the school has a computer room that is open during the school day.

- It is every individual's responsibility to use the computers correctly and report any fault.
- Computer use during study hall is restricted to coursework only.
- Internet is available on all school computers and in boarding rooms.
- Personal laptops can be used and can be set-up to connect to the wireless school network.
- *St. Stephen's* students are required to read and sign an Internet use policy when enrolling at the school. Violation of the school policy and improper/unethical computer use will lead to immediate disciplinary action.



Calcetto, Basketball, Tennis and two Volleyball courts are available on campus for regular training and recreation. In case of an accident, injury or emergency, students must report to a member of faculty, staff or adult.

Bathrooms

Washing facilities consist of communal bathrooms with washbasins and showers. It is important to respect these communal facilities by keeping them clean and reporting any faults.

Boarding Lounge & Kitchenette

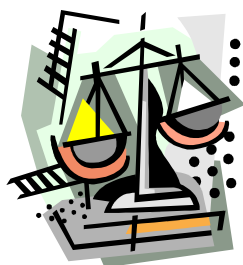
During after-school hours the boarders may use the *Boarder's lounge and kitchenette* to socialise with their friends, watch movies; prepare a quick snack, etc. The lounge is located on the third floor; it has a tv/vhs/dvd set with speakers.

Community members are reminded that the *lounge and kitchenette* area is communal property, it must be taken care of and treated with respect. Furthermore, everyone must clean up after using the kitchenette. Since the *lounge and kitchenette* are located next to the *Boarding Faculty* apartments, the students are kindly asked to keep the noise levels down.

The opening hours of the *lounge and kitchenette* will entirely depend on the way it is being used by the community and will be closed if used inappropriately, with boarders receiving relevant infraction notices (see rules section for details).

Rights and Responsibilities

Rights	Responsibilities	Examples of infringement
To be happy in boarding and to be treated with understanding.	To respect the rights of others and to treat them with understanding.	Bullying, verbal abuse...
To feel safe and secure.	Not do anything that may threaten or cause danger to others or myself and to report any dangerous situations.	Fighting, practical jokes, leaving boarding without authorisation...
To be treated with respect and fairness	To treat all faculty members and boarders with respect and honesty	Lack of courtesy, lying, deceit
To learn	To take my learning seriously and to keep up-to-date academically	Disruptive behaviour, unprepared for lessons, wasting time...
To expect my property to be safe	Not to steal, damage or destroy the property of others and to take proper care of the school's property and to report all found property.	Vandalism, stealing, interfering with another person's property, keeping items that have been found...
To be protected against threats to my health	Not to smoke, drink alcohol, take drugs or encourage any other student to do so.	Smoking, drinking alcohol, taking drugs.
To have a clean, pleasant, well maintained area to live in.	To care for your environment, to keep it neat and clean, to respect your roommate's personal space	Littering, not cleaning my room, not showering, not doing laundry...



Following are the **General School Guidelines** and **Boarders Guidelines**.

GENERAL GUIDELINES FOR STUDENTS

2009-2010

1. **ATTENDANCE** is taken at 8:30 AM, the beginning of the school day. Attendance is our method for assuring that every student is safely here. To that end, **the Front Office must receive a phone call from a parent before 9:00 AM** if a student is home sick or will be in late. *All boarding students (except seniors with privileges) have to sign in by 8:30.*
2. We expect students to adhere rigorously to our **SCHOOL CALENDAR**. If there are unusual circumstances, which mean the student will miss a class day, the Front Office must be notified as soon as possible. If the student will miss more than one day, the student must obtain and complete a form from the Director of Studies. It is expected that this will be completed two weeks in advance of the planned absence.
3. **TIMELINESS** The school day begins promptly at 8:30 AM. We view promptness as an important value for students to embrace. Arriving late to classes is disruptive and communicates disrespect to the teacher and the class. Before proceeding to class or study hall, students who are late to school must report to the Front Office for a late slip. We recognize, however, that situations will occasionally prevent a student from arriving on time. Each marking period students are allowed three lates with no consequence. For any further lateness, however, the student will receive a detention. After six lates, parents will be contacted.
4. **LEAVING CAMPUS** Students must remain on campus until the end of the academic day. When senior privileges are granted, seniors may leave campus during lunch, and after their last lesson/activity.
5. **STUDY HALL** is compulsory for freshman and sophomore (including boarding) students during any period when they are not attending class. Attendance is taken and students are expected to be doing schoolwork. Students are not allowed on the courts during this time.
6. **SMOKING** is not permitted anywhere on campus nor on Via Aventina or Via Peruzzi, streets adjacent to the school.
7. The use or possession of **ALCOHOL or ILLEGAL DRUGS** on school grounds is strictly forbidden and may lead to expulsion.
8. **CELLULAR PHONES** must be turned off during the academic day. Their use is only permitted during break and lunch.
9. The use of **SCHOOL COMPUTERS** is for academic purposes. Specific guidelines are available at www.ststephens-rome.com. Students and parents will be asked to sign an acceptable use contract at the beginning of the school year.
10. No day student is allowed to visit **BOARDERS' ROOMS** during the academic day. At other times, day students may visit the Boarding Department with the permission of the Boarding Head or the teacher on duty. At no time are boys allowed on the girls' floor, or girls on the boys' floor.
11. The **DISCIPLINARY COMMITTEE** considers all disciplinary infractions that may lead to suspension or expulsion. This committee is composed of four students and four faculty members. This committee makes recommendations to the Head of School who then makes the final decision.
12. The Dean of Students, the Head of Boarding and the Head of School address **MINOR INFRACTIONS** on an independent basis. Advisors and the School Counselor may also be consulted.
13. **OUTSTANDING FEES** must be paid before the students will be admitted to classes. Any exceptions to this must be approved by the Head of School in writing.

A comprehensive copy of the student guidelines will be available in the Student Handbook, distributed at Registration/Orientation. At that time, all students sign a contract agreeing to abide by these guidelines.

Boarding Expectations and Consequences (an overview)

EXPECTATION: Boarding is a large community, thus cooperation with procedures and the rest of the school community are vital to its functioning.

MINOR INFRACTIONS disrupt the smooth running of the school and boarding community.

Recourse for Minor Infractions

- 1 Minor Infraction = Infraction notice
- 3 Minor Infractions = Campusing/Curfew
- 9 Minor Infractions (Third Campusing) = In-school suspension

EXPECTATION: Boarding is a family environment that must function like a family, with mutual respect for all members and the community.

COMMUNITY INFRACTIONS demonstrate collective disrespect for the boarding community and its members.

Recourse for Community Infractions

- Campusing/Curfew for one individual, multiple individuals, or the community as a whole

EXPECTATION: The safety of the boarding community is a foremost priority.

MAJOR INFRACTIONS endanger your own safety, the safety of others, or the boarding community.

Recourse for Major Infractions

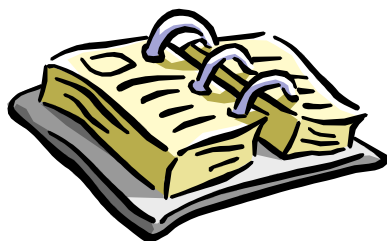
- In-school suspension
- Out of school suspension
- Dismissal from boarding

Appropriate recourse for a major infraction depends upon the endangerment the infraction imposes upon yourself, others, or the community.

Removals, expulsions & suspensions

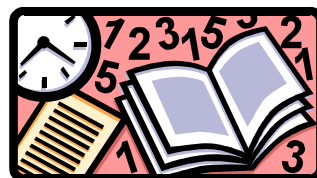
The *Head of School*, upon recommendation from the *Boarding Head* and in consultation with the parent(s), the school *counsellor* and other mental health professionals, may temporarily or permanently separate a boarder from the community who has given cause to believe that he/she may harm him/herself or who may harm another member of the school community.

If for disciplinary or other reasons a boarder is separated from the community, suspended, or expelled, then the boarder's parents, acting with the support of the school, must immediately make the necessary accommodation and/or travel arrangements for their child.



Boarding rules, routines and consequences will be discussed in detail during boarding orientation.

A Typical Day



7.30 – 8.15	<i>Breakfast</i> is served in the Dining Hall: a self-service buffet of cold cereals, bread or pastries, yoghurt, fruit, juice, coffee, tea and hot chocolate.
8.30 – 10.00	First period <i>classes</i> meet for a double period.
10.00 – 10.18	- On Mondays & Fridays – all-school <i>meeting</i> in the Assembly Hall, followed by a short mid-morning break. - On Tuesdays, Wednesdays & Fridays – <i>Intervallo</i> (mid-morning break).
10.20 – 12.20	<i>Classes</i> meet.
12.20 – 13.14	<i>Lunch</i> is served in the Dining Hall: typical Italian food.
13.16 – 15.35	- On Mondays, Wednesdays & Fridays – <i>Classes</i> meet; academic day ends at 15.35. - On Tuesdays & Thursdays – Theory of Knowledge, Choices and most art and music classes meet; depending on a boarder's schedule, the day will end between 14.01 and 17.37.
15.40 – 16.40 or 17.40	On Mondays, Wednesdays & Fridays – sports and activities meet.
After-school	<i>Free time.</i> This interval between the end of a boarder's academic day and the start of study hall and dinner, allows the boarders to have time to study, rest, shop, exercise, meet with friends, visit museums, explore the city, etc.
18.10	<i>Sign-in.</i> Boarders that have left the school premises after-school must sign-in by 18.10.
18.15	A bell will ring signalling boarders to prepare the books and materials they will need for <i>Evening Library Study Hall</i> .
18.20 – 19.20	<i>Evening Library Study Hall</i> (Sundays through Thursdays).
19.20 – 20.00	<i>Dinner</i> served in the Dining Hall.
20.25	A bell will ring signalling boarders to prepare for <i>Evening Library Study Hall</i> .
20.30 – 21.30	<i>Evening Library Study Hall</i> (Sundays through Thursdays).
21.30 – 21.50	<i>Snack</i> in the Dining Hall
22.00	Boarders return to their dormitory floors to prepare for bed.
22.30	Lights out

More about weekdays

Boarders are strongly encouraged to resist the temptation to skip meals, especially breakfast! Studies demonstrate that students who regularly eat a healthy breakfast perform better in and out of school. Boarders are reminded that day students *are not* permitted to consume the food provided for boarders.

The close of the school day presents the best opportunity to explore the wonders of Rome. Boarders are free to sign-out and leave campus after their final class of the day. Please refer to the rules section for exact sign-out and sign-in procedures.

All boarders, including seniors and PGs, must attend the weekly *Community Night Dinner* and the *Boarding Department Meeting*. The dinner and meeting are the two times when all members of the boarding department come together to resolve problems, address issues of concern, make announcements and catch up with teachers and peers. These occasions are important for fostering and maintaining a sense of community

Boarders are reminded that from Sunday through Thursday they are expected to sign-in by 18.10 and then go to *Evening Library Study Hall*. It is important to respect curfew hours and get an adequate amount of sleep, as this will foster an atmosphere in which everyone in the *boarding community* can feel rested and can function more efficiently.



A Typical Weekend

There is no such thing as a typical weekend at *St. Stephen's*. The *Boarding Department* sponsors several overnight or day trips (in addition to the Fall and Spring school-wide trips). The department also sponsors day trips to nearby beaches along the Mediterranean shore, nearby cities or to the lakes around Rome. Occasionally, boarders accompany *faculty* members on field trips in the city that might include museums or archaeological sites.

All boarders are strongly encouraged to take advantage of these offerings. Furthermore, with parental permission and the approval of the *Boarding Head*, juniors, seniors and PGs may also make their own weekend excursions to destinations of their choice.

A weekend in which nothing special has been scheduled might look like this:

9.30 – mid-afternoon on Saturdays and Sundays

Self-service brunch buffet is available in the *Dining Hall*. Typically this includes ingredients for making omelettes and pancakes; bread, cold cuts & cheese for sandwiches, salad ingredients, fresh and roasted vegetables, an assortment of cold cereals, cornetti and other pastries, yoghurt, fruit, juice, coffee, tea & hot chocolate. This allows for boarders to sleep-in late if they wish without worrying about missing a meal.

Saturday and Sunday Afternoons

Free time to study, rest, catch-up with friends, visit and explore Rome.

19.20 – 20.00

Dinner in the Dining Hall



Friday & Saturday Evenings until 23.00 or 24.00

Free time

23.00

Curfew for 9th and 10th graders

24.00

Curfew for 11th, 12th and PG students



More about weekends

Many families of day students graciously invite *St. Stephen's* boarders to their homes on weekends. So too, boarders welcome the opportunity to visit with friends and relatives who are travelling in Italy. For overnight visits, the following procedures have been established.

- Boarders who wish to spend Friday and/or Saturday night with off-campus guests or the families of day students must receive their invitations by Thursday and...

- ...the boarder must fill out the sign-out roster in full, complete with both the name(s) and contact number(s) of the host. The form is posted at all times on the boarding information board...
- ...then, it is the responsibility of the boarder's hosts to notify the *Head of Boarding* by 17.00 on Thursday that they have extended an invitation.
- Boarders and their hosts are reminded that host parents must be present during overnight visits.
- When the host contacts the *Boarding Head* about the invitation, the *Boarding Head* will confirm that the hosts will be at their homes throughout the duration of the visit and that they have clearly communicated their household rules to the visiting boarder (with respect to curfew, public transportation use, etc)
- Only when the *Boarding Head* has confirmed the invitation and notified the parents of the guest-boarder (if they have requested such notice) will permission be granted to spend the night(s) off campus.
- Permission will not be granted for students to accept invitations received after Thursday evening.
- Only parents can sign-out students in such a way - an older sibling will not be able to invite boarders to stay overnight.

Boarders are reminded that on Sundays, they are expected to return by *sign-in* at 18.10 and attend *Evening Library Study Hall* at 18.20. Permission for later curfew may be granted in special circumstances (for example, when a boarder would like to spend time with a visiting family member or would like to attend a play or concert of cultural significance). Late curfew is granted at the discretion of the *Boarding Head* and with at least one day's notice. No last minute changes of curfew will be granted.

The consequences for being late on a weekend will vary depending on how late the student returned. Boarders who neglect to personally telephone the *duty teacher* to alert him/her about missing curfew (by however many minutes) will receive a *triple notice of Minor Community Rule Infraction*. If the lateness becomes habitual, the *Boarding Head* will establish the consequences together with the rest of the *Boarding Faculty*. (For more details regarding expectations, please look at the *Rules* section.)

Boarders who remain on campus are strongly encouraged to participate in the recreational, social and cultural events (including overnight and day trips) sponsored by the *Boarding Department* and *prefects*. Boarders are also encouraged to explore the city in the company of at least one other *St. Stephen's* student or an adult who has been introduced to the *Boarding Head* or another member of the *Boarding Faculty*.



Smoking, Drinking & Drugs

The *St. Stephen's Community* is an international one, and as such, *St. Stephen's* families bring a host of diverse cultural practices and attitudes about the use of alcohol and tobacco. Boarders and their parents are reminded that minors have easy access to cigarettes and alcohol in Italy. The Italian national drinking age is 18, but this is rarely enforced by the authorities. Also, on occasion, the school itself, or school-affiliated groups such as the *Parents' Association*, may host or sponsor the occasional event at which wine is served in moderation to guests..

The *Boarding Department* however, *does not permit* boarders to drink on or off the premises, or on any trip or outing sponsored by the *Boarding Department*. Boarders are reminded that for their own welfare, if they are seen drinking or smoking on or off campus by a *faculty member*, the student's parent(s) will be notified and they will be subject to disciplinary consequences.

Adolescent misuse of alcohol, tobacco and drugs has serious health consequences; so, should it come to the attention of the *Boarding Head* that a student is using or abusing such substances, the student's parent(s) will be immediately contacted and the action outlined in the rules section will take place. Furthermore, the *Boarding Head* may require that a student consult with a professional trained to recognise substance abuse. If a student requires treatment beyond the services provided by the *St. Stephen's Counsellor* or *Nurse*, or if appropriate treatment is not readily available in Rome, then for the boarder's own well being s/he may be required to take temporary leave of absence or leave the community permanently. Leaves are arranged by the *Head of School*, in consultation with the student's parent(s) and professionals in the school community.



What to bring

- Boarders must bring their own comforters, duvet covers, sheets, towels, etc. The beds are a single size bed (99cm x 206cm; or 39inch x 81inch).
- Boarders should bring warm clothes because the building can be cold in the winter months
- Do not bring too many clothes as storage space is limited.
- Bring any prescription medicines you may need.
- Bring personal sports equipment that you are likely to use at school.
- Bring adapters and transformers for appliances or electrical equipment (including portable stereos) incompatible with the 240-volt European electrical current.
- Televisions are not permitted. Valuable electronic /digital equipment is brought at the student's own risk. Personal possessions that go missing can only be claimed for if they were kept under lock and key.

Rooms

- Boarders are encouraged to personalise their dormitory rooms with linens and comforters, plants, posters, photographs and the like. The rooms are small and storage space is limited.
- Pictures, posters and door decorations are allowed, but use "blue" tack and thumbtacks. Any decorations deemed objectionable to the boarding community will be removed immediately. (Refer to the *Rules* section for details.)
- Do not attach stickers or tape to furniture.
- For boarders' safety and for the structural integrity of the school furniture, a faculty member must be present when furniture is moved. *Boarding faculty* members must approve of new arrangements of furniture and ascertain that the exit from the room is not obstructed.

- Rooms are cleaned on a weekly basis. However, boarders are responsible for sweeping their rooms regularly and emptying their trash daily. (Refer to the *Rules* section for details.)
- Boarders are responsible for their laundry and must adhere to their laundry schedules.



Arrivals & Departures

- The school should be informed of students' travel details as soon as possible, so that they can be met at the airport.
- For return flights home, students are asked to make their own arrangements for getting to the airport (by taxi, car, bus or train). If a driver is required, please contact boarding head or reception.
- Though the boarding department closes for all holidays and over the summer, some students find they would like to stay in Rome a little longer as a guest of local families. Parents and guardians should work out any plans for longer stay well in advance of times when boarding will be closed, and signal these to the Boarding Head.
- Please note that students coming from abroad must hold a return ticket.

Identification

Boarders **MUST** respect the Italian law that states that everyone must carry identification at all times. The school will assist boarding students in obtaining the proper documents at the start of the semester or school year.

Transportation

- It is time-consuming and expensive to purchase bus passes for each trip on the bus, metro or tram (1 euro per ticket is good for only 75minutes and only 1 journey on the metro). Students can purchase weekly passes for 16euro or student monthly passes for 18euros (usual price 30euro), provided they are officially residents at the school.
- Annual passes that also cover trains in the general area including to Ostia, can be purchased from the ATAC office at Via Gaeta 78. For the annual pass, the students must fill out an information sheet, provide two passport size photos and must show their student visa.

Phone Calls

- On a school day, students may receive calls between 8.00 and 8.30 and after 15.35 (depending on their academic schedule) until the beginning of *Evening Study Hall* at 18.20.
- On Fridays and Saturdays calls may be received until midnight.
- In emergencies **ONLY**, please contact the *Head of Boarding* directly at (0039) 340 0805 309 or the *Duty Phone* at (0039) 348 2923 708.
- All students will have cell phones, so they may be reached easily at all out-of-school times.
- For students' convenience, a public telephone is located on the ground floor of the school. Students are not allowed to make calls from the school switchboard. It is most convenient for boarders to use a combination of email, skype or private cell phones to communicate with home.

- A cell phone must be purchased prior to or upon arrival in Rome. Students will not be allowed off campus without having a functioning Italian cell phone. Now inexpensive cell phones are available for about 50euros. The cost for a phone number is 10euros. Time is purchased in increments selected by the user for as low as 10euros. We recommend that students do not charge too much time on the phones because if the phone is lost or stolen, minutes purchased cannot be recovered.
- Cell phones are extremely important for general safety and emergency communications. Boarders are required to have phones with them at all times, especially on weekends. (Refer to *Rules* section for details)
- We also recommend that students have a calling card to call home or for emergencies. These can be arranged through long-distance and international carriers from your home country.

Supply & Expenses

- The school runs a “*Supply and Expense*” account that each student can use as a bank account.
- Parents are encouraged to set up this account for convenient access to funds for doctor’s visits and medications as well as for spending money or weekly allowance.
- Students order pocket money from the *Boarding Head* every Wednesday evening and collect it on Friday. If this deadline is not respected, the boarder might not receive pocket money that week. An average weekly allowance is 40euros.
- The school covers most expenses for the *Boarding Department* trips and activities.
- A damage deposit of 100euros is required for each student. Funds will be deducted from this to pay for damage caused by the student and the remainder is refundable to parents at the end of the year.
- Parents are strongly encouraged to make deposits to student accounts by bank transfer.
- When making wire transfers to the school, please keep in mind that it may take a couple of weeks before the funds appear in Rome. For *St. Stephen's* please use the following bank information:

Name: St Stephen's School
 Bank: Banca Nazionale del Lavoro
 Agency: 19, Roma
 IBAN: IT8110100503219000000012641
 SWIFT: BNLITRR



NB: It is vital that any transfer you make clearly states the students name so that when the money is credited to the school's account the *Business Offices* know who the funds are to be allocated to.

Leaving early

The school strongly discourages students from leaving early for vacation, or arriving late after holidays. Should the necessity arise, a *Letter of Request* must be sent to the *Head of School* and an *Extended Absence Form* must be obtained from the *Director of Studies* at least two weeks in advance of the absence. Permission must be granted from all teachers of the student concerned and from the *Boarding Head*.

In Your Free Time...

Where do you want to go?	Bus Number and Metro Stop	Things to see there!
Colosseum	5 minute walk OR Bus # 60 OR Metro B – Colosseo Stop Bus #75, Bus #175	Colosseum, Arch of Constantine, Roman Forum, Gladiator training camp
Piazza Venezia	Bus #60 OR Bus #81 OR Bus #271 Bus #175	Vittoriano (National Monument & Museum), Trojan's Forum & column, Imperial Forums, Capitoline Hill & Museum, Campidoglio
Basilica Santa Maria Maggiore	Bus #75 (Via Cavour), Metro B line stop Cavour	Beautiful basilica, great mosaics
Basilica San Giovanni	Bus #3 (Towards center), Metro A stop – San Giovanni	Beautiful basilica, once home to the popes Interesting shopping area, good places for panini and snacks
Testaccio	10 minute walk, down Viale Aventino towards Piramide, Bus #3 (away from centre), Bus #75 (away from centre)	One of the last remaining 'Roman' neighbourhoods, outdoor vegetable market (Mon-Sat till 1pm), health food store (Canestro), good places to have dinner
Trastevere	Bus #3 (away from centre), Bus #75 (away from centre)	Santa Maria in Trastevere church, Really fun neighbourhood with lots to do, see, and eat!
Piazza Navona	Bus #81, Bus #628	Three beautiful Bernini fountains; also, side street (Via Tor Millina) off the piazza where you can find the best ice-cream in Rome and a great Spanish restaurant
Piazza Campo de' Fiori	Bus #81, Bus #628	This is not only a place to visit on your weekend evenings, during the day there's great food (Ristocampo, Piramide) and a fruit/veggie market! Also great shops!
Via del Corso	Bus #60, Bus #160 (Piazza San Silvestro)	Great shopping! This road connects Piazza Venezia to Piazza del Popolo
Via Veneto	Metro A stop Barberini	US Embassy, Hard Rock Café
Villa Borghese	Metro A stop Spagna, take the elevator to the top of the steps and turn left, Bus #3 (but very long bus ride)	Villa Borghese Museum, great place to go for a walk or run, beautiful views of the city from the Pincio
Piazza di Spagna (Spanish Steps)	Metro A stop Spagna	Very beautiful, famous, romantic piazza, amazing, world-famous, very fancy shops, nice place to people watch, at the top Trinita' dei Monti
Vatican City/St. Peter's Basilica/ Vatican Museums	Metro A stop Ottaviano OR Metro A stop Cipro OR Bus #81 will bring you to	St. Peter's Basilica, Vatican museums, St. Peter's square – Lots to see!

	Piazza del Risorgimento then a quick walk to Vatican City	Bus #81 – Takes you down Via Cola di Rienzo (See below)
Beach – Ostia	Walk to the Piramide metro stop or take Metro B to Piramide, then from there take the train to the Ostia-Lido train station, trains roughly every 10-15 minutes. Get off where ever you see a ‘beach’ symbol or go completely to the end of the line. Total trip ~ 40mins	There’s lots of beaches – few FREE ones, most you have the option to rent a beach chair (called lettino) and umbrella It costs only 1 euro to get there and 1 euro to get back and you use the same ticket you would use for the bus or metro!
Piazza del Popolo	Metro A line stop Flaminio, head towards the Piazza del Popolo signs in the metro and then through the large Roman arch/porta into the piazza	Metropolitan Movie Theatre – films in English! You will find it by crossing the piazza and heading for Via del Corso, it’s on the left.
Shopping Mall – Euroma 2	Metro B to Eur Palasport then bus.	Almost like a real American-style mall! Lots of shops and a food court.
Via Nazionale	Metro A line stop Repubblica, Via Nazionale is the main road leading off the piazza	Nice shops, Opera house, very close to the train station, Palazzo dell’Esposizioni – many exhibits held here throughout the year
Stazione Termini – Train Station	Easiest and quickest way – Metro B line stop Termini, but many buses, too!	Trains to everywhere. Direct trains to Fiumicino airport & Parco Leonardo Shopping Mall, ~ 12 euros one way
Parco Leonardo – Shopping Mall & UCI cinema	Take the Leonardo da Vinci express train from Termini	Get off at the Shopping Mall stop.
Fiumicino Airport	Take the Leonardo da Vinci express train from Termini,	Most international flights
Ciampino Airport	Probably easiest way is to take a taxi, cost ~ 30 euros one way	Mostly low-cost domesti and European flights – has Ryanair and Easyjet
Piazza della Repubblica	Metro A line stop repubblica	Warner Brothers Cinema – some films in English, McDonalds with outside seating in a beautiful piazza
Jewish Ghetto	Bus #81, Bus #175	Great Jewish restaurants, bakeries, and Kosher food stores, Synagogue
Cola di Rienzo – Where the Italian shop!	Bus #81 heading towards Piazza del Risorgimento	Do you miss American food? Want international food products, i.e. Japanese, Chinese, Indian foods & spices? Visit Castroni @ Via Cola di Rienzo 196/198. Great shopping!

NOTE:

We live on the Metro B (Blue) line, stop Circo Massimo.

In order to get to the Metro A (Red) line, you will need to take the Metro B (blue) line and switch at Stazione Termini. Then follow signs for the Metro A (red) line!

REMEMBER!

Whenever you take a taxi, make sure it is a **WHITE** taxi! These are certified, legal taxis and any other colour taxi is illegal and therefore could be **DANGEROUS!** Please



BUSES

Bus #60

- Stops in front of the Circo Massimo Metro stop

Bus #81

- Heading into the centre/Vatican City - Stops on Via dei Cerchi (opposite side of Circo Massimo)
- Heading away from the center – Stops on Via dei Circo Massimo (street closest to the school)

Bus #271

- Stops in front of the Circo Massimo Metro Stop

Bus #75

- Stops in front of the Circo Massimo metro stop or across the street (opposite direction)

Bus #3

- To San Giovanni, Colosseum - Heading towards the centre – Stops in the middle of Viale Aventino
- To Testaccio, Trastevere – Heading away from the centre – Stops in the middle of Viale Aventino, but going away from the FAO

Bus #628

- Heading into the centre/ Vatican City – Stops on Via dei Cerchi (opposite side of Circo Massimo)
- Heading away from the centre – Stops on Via dei Circo Massimo (street closest to the school)

Bus #160

- Heading into the centre/ Vatican City - Stops on Via dei Cerchi (opposite side of Circo Massimo)
- Heading away from the centre – Stops on Via dei Circo Massimo (street closest to the school)

Still need help?

Check out the ATAC website: www.atac.roma.it

All public transport information is subject to change.